

## ACCESSING BOOKS24X7 FROM THE LMS

Do you know you get access to hundreds of books for free from the LMS? Books24x7 gives you access to books in Business, IT, Project Management and many other interesting categories. You just need to register one time. Books24x7 will then be available in your **In-Progress Learning Activities** portlet.

This tip sheet will show you how to access Books24x7 in the LMS.

### To access Books24x7 in the LMS:

1. Log on to the LMS.

**NOTE:** For instructions about logging on, see the *Log-On Instructions (TS02-L) tip Sheet*.

2. Go to the **Catalog Search** portlet and type "Books24x7" in the search field and then click the **Search** button.

**Catalog Search**

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search  In

Starting  ☐ Show exact matches only Locations

Browse: [Category](#) [Advanced Search](#)

3. From the Search Catalog screen click on the **Launch Content** link to open the Table of Contents pop-up.

**Search Catalog**

[Advanced Search](#) | [Search Tips](#) | [Search Preferences](#)

Search  In

☐ Show exact matches only Starting  Locations

Showing 1 out of 1 results for "Books24x7"

Sort by  PageSize

**Books 24x7** (00002006,Version:1.0)

Offered As: Online Training Price: 0.00 USD

Language: English

Duration: 00:00

[Launch Content](#) | [Add to Plan](#) | [Request Private Offering](#) | [Request Public Offering](#)

**Refine/Expand search**

- Resource Type**
  - [Learning Catalog](#)
- Delivery Types**
  - [Any](#)
- Locations**
  - [Any](#)
- Start Date**
  - [In Next Six Months](#)
- Price**
  - [Any](#)

4. Click the **SkillSoft Books 24x7** link from the Table of Contents pop-up.

The screenshot displays the SkillSoft Books 24x7 interface. On the left, a sidebar contains a 'Skills' tab and a 'Collaboration' tab. Below these, there is a 'Books 24x7 (00)' section. A 'Table of Contents' pop-up window is open, showing a list of links including 'SkillSoft Books 24 X 7' and 'SkillSoft Books 24 X 7'. An arrow points from the 'SkillSoft Books 24x7 link' text to the 'SkillSoft Books 24 X 7' link in the pop-up. Another arrow points from the 'Books24x7' text to the 'books24x7' logo in the main content area. The main content area shows a 'My Home' section with a 'Titles In This Folder' list, including 'The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization' by John C. Maxwell, '50 Activities for Achieving Excellent Customer Service' by Darryl S. Doane and Rose D. Sloat, 'Call Center Benchmarking: Deciding if Good is Enough' by Jon Antony, David Gustin and Stijn Spij, 'A Culture of Service: Creating Superior Customer Service That Lasts!' by David E. Reed, 'Customer Service Management Training 101: Quick and Easy Techniques That Get Great Results' by Renée Evenson, and 'Customer Service Training' by Maxine Kamin. The interface also includes a 'Browse Topics' section on the right with various categories like 'Business Applications', 'Graphics and Design', 'Internet', 'Microsoft Office 2010', 'Microsoft Office 2013', 'Microsoft Office 365', 'Mobile Devices and Computer Skills', and 'Operating Systems'. A 'Recent Activity' section at the bottom right shows user logins for Sharon B Wilbur, Larry S Keith, and Xiang-Ning Li.

**IMPORTANT:** Books 24x7 will never mark complete in your Transcript. To access Books 24x7 again in the future, navigate to your In-Progress Learning. It can be accessed from either the In-Progress Learning portlet or the Learning tab.

For additional information about how to get started with Books24x7 please visit: <http://help.books24x7.com/bkb/#30369.htm>

If you experience trouble with this process, please submit a helpdesk ticket to HR Systems Support (HRSS) at: <http://intrahr.od.nih.gov/helpdeskform.htm>